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OCHR M81-246

10 FEB 1981

MEMORANDUM FOR: Director of Communications

FROM:

Chief, Human Resources Division, OC

SUBJECT: Monthly Report for January 1981

1. The Overseas Orientation Program (OOP) for the Basic TCS Class 2-80 was completed the week of 5 January. This was the first OOP that was conducted mid-term instead of at the end of the Basic TCS Course. OOP went very well, and [] would like to thank all participants for their involvement in this program. []

4. On 7 January, a ceremony was held to honor five OC careerist who are retiring; [] [] thanked them for their past years of dedicated service in behalf of the Agency and OC and wished them well in their new endeavors. []

5. [] officially arrived in HRD, 5 January 1981. She will continue to work [] two days a week until her replacement arrives and is trained. []

6. Work continues on developing policies and procedures for promotions below and to the basic grade level for Panels D and N. []

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25X1 SUBJECT: Monthly Report for January 1981 []

25X1 7. Chief, TTD, participated in an HRD planning session [] on
15 January to implement additional training for EOD technicians. The TTD
training schedule will be revised to accommodate training ten provisional/fully
cleared technician candidates commencing 17 February. This requirement has
25X1 forced the cancellation of the March running of the EOD Engineer Orientation
Course. []

25X1 8. Two [] Representatives provided briefings to the Media Staff on
an upcoming project requiring video support. Their requirements for 1981 will
25X1 be submitted to OC for consideration. []

25X1 9. The Support Section continues to devote a considerable amount of time
and effort to the OC Developmental Program. Progress is being made but finding
suitable developmental positions remains a nagging problem. []

25X1 10. A panel convened on 19 January to review present PCEL/CCEL procedures.
C/HRD chaired the meeting and C/DND (Acting D/CO) addressed the panel regarding
managements view of the present process. Results are being analyzed for possible
system modification. []

25X1 11. RASD sponsored two half-day [] Orientation Programs on 21 and 22 January.
In addition to a tour of the school, presentations were given covering information
on the SC-3 program, Computer Assisted Instruction, Basic Training Instruction,
and the mission and functions of the Registration and Academic Support Department.
25X1 Attendees included the Chief and Deputy Chief, HRD, and AEB staff members. []
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25X1 12. RASD was pleased to welcome [] to its staff. []
25X1 will be responsible for processing OTE and external training requests. []

25X1 13. There were nine Panel D and two Panel N individuals providing OSG assis-
tance during this reporting period. Seven Panel D and three Panel N nominees
25X1 were processing in response to additional and on-going OSG requirements. []

25X1 14. The [] management team held a one-day conference [] to review
the work of the past six months and to establish objectives for the first half of
1981. It was agreed priority would be given to revamping EOD training, and each
25X1 department set specific goals in support of that project. A memorandum detailing
the agreed upon objectives will be forwarded to Chief, HRD, next week. []

25X1 15. Panel D is presently understrength by 51 personnel. One technician
resigned during the week. Panel N is now 27 personnel understrength. []

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